

Assistant Facilities Manager

Practice group/Global Operations team: Facilities

Full time/Part time: Full Time

Location: Nottingham

About Eversheds Sutherland

Eversheds Sutherland represents the combination of two firms with a shared culture and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solution for every client.

As a full service law firm, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the USA providing legal advice to clients across its company commercial, human resources, litigation and dispute management, and real estate practices.

With 70 offices across 34 countries worldwide, we have become one of the largest law firms in the world and a great place to work and develop your career.

General:

The AFM role in Nottingham is the most senior Facilities role in the office, the role is office based and responsible of the overall supervision and management of the onsite support services: security, cleaning, reprographic, catering, client support, building maintenance, H&S building compliance, and ultimately the onsite responsible person for handling any business continuity incident related to the building and supporting the SOP and the Nottingham Partners with local initiatives and office changes from the facilities point of view.

The Nottingham office is on a full lease contract, with consequent management of tenants and full property preventative maintenance, as well as property incidents management.

The role will be reporting to the UK Senior FM Manager and collaborate with the wider FM teams in delivering the same office standards and comply with ISO regulations achieved by the business.

Key Responsibilities: The role involves managing the Nottingham office services and focusing on a proactive approach to providing high quality support services. The Nottingham office is on a full lease contract, with consequent management of tenants and full property preventative maintenance. Key management areas include general building maintenance and repair, cleaning, security, and the overall document management strategy, off-site archiving, reprographic requests and services, mail and couriers and front of house services.

This will include developing procedures, investigating, recommending and implementing relevant databases and software packages, budget monitoring along with a high level of statistical and management reporting with the view to enhancing efficiencies and best value. The role will determine and maintain levels of support services appropriate to meet business requirements, ensure regular communication with building users, seeking opportunities to develop and promote the Facilities contribution to the overall business success.

The candidate will provide and maintain appropriate documentation, ensuring a high level of management reporting, gathering and analysing of statistical data, environmental issues, managing KPIs and analysing budgets. Whilst providing the team with clear direction and supervision, the successful candidate must be aware of current regulatory and legal obligations affecting the department, and Health and Safety issues as this role will be an essential part of contributing to the overall operation and objectives of the group.

- Manage and direct the local FM Teams on each service to ensure that the property is maintained at the highest possible levels and to Eversheds Sutherland standards.
- Coordinate work assignments among building technicians, suppliers, and contractors etc.
- Support the Facilities Team on annual budget planning, pricing, team management, Mail Room, Reprographics, M & E, Client Support, Reception, Housekeeping, Security, Catering, Archiving, Grounds Maintenance, Waste Management, Energy Management, and HSE.
- Review and manage operational budgets on a monthly basis for all services and contracts at site level and produce monthly report highlighting office activities.
- Manage Facilities staff to deliver expected service levels to the client within the prescribed budget.
- Responsible for identifying training needs, tracking performance, coaching, and motivating direct reports. Development of Individual Development Plan for each team member.
- Oversee the planned schedule for preventive maintenance, monitoring of all heating, ventilating, air conditioning, water, electric and other systems to ensure efficient operation. Raise requests for quotes and purchase orders for
- Administer and manage all procurement of site supplies and equipment with the support of the Contracts Team. Track all monthly spend, allowing better control of budgets.
- Monitor the performance of all 3rd party contracts to ensure work order completion and reviews price quotes for the procurement of parts, services, and labour for projects.
- Organise and attend monthly meetings with all 3rd party contractor, and produce performance reports and minutes from meetings.
- Work with The Property Team on potential lease issues, Landlord inspections, and landlord meetings, and associated fit-out costs and moving logistics etc.
- Manage and oversee all internal projects, making sure that capital investment is used to the most initiative way.
- Manage the time management of each team member, by producing rotas to make sure the hours worked and tasks assigned are in line with the business requirements.
- Work with all the other FM's and AFM's to align to business to make sure that all offices are working as one, and all standards are the same across the building portfolio.
- Responsible for keeping the building EH&S compliant and ensure monthly H&S checks are undertaken.
- A full understanding and embracement of Eversheds Sutherland's goals and values.

Skills and experience:

- Advanced user of Excel
- Understanding and managing procurement
- Creation of budgets and managing financial controls
- Understanding of Property Management
- Nebosh/IOSHH/BICs/BIFM accreditation/membership is desirable
- Strong project management and organizational skills
- Strong management of Teams
- Ability to operate independently
- Requires knowledge of financial terms and principles. Strong oral and written communication skills
- Strong interpersonal and leadership skills
- Demonstrated use of applications to include but not limited to Excel, Word, and Outlook.

